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## ALCOHOL AND SUBSTANCE ABUSE POLICY

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The Laboratory, as an employer, is interested in the well-being of its employees. Great emphasis is placed on maintaining a safe and efficient work environment. The achievement of this goal depends on the active cooperation of everyone. Individuals are expected to have the same concern for personal safety and the safety of their fellow workers as they have for the performance of their work. The Laboratory recognizes that alcohol or substance dependency are illnesses which can be treated and is prepared to offer assistance to affected individuals. Those who use or traffic in illegal drugs, abuse alcohol and/or controlled substances pose unacceptable risks to the safe and efficient operation of the Laboratory. In addition to jeopardizing safety and/or impacting on performance, conduct and reliability, drug abuse is illegal and could lead to criminal prosecution.

The Alcohol and Substance Abuse Policy is applicable to all those present on the Laboratory site.

### Illegal Drugs

Individuals are strictly prohibited from using, possessing, selling, purchasing, distributing, or being under the influence of illegal drugs on the Laboratory site or while performing Laboratory business.

Individuals who are covered under DOE-mandated guidelines are strictly prohibited from using, possessing, selling, purchasing, distributing or being under the influence of illegal drugs at any time.

### Controlled Substances and Other Drugs

Individuals are prohibited from abusing controlled substances. Since a large number of prescription and over-the-counter drugs may also impair an individual's ability to perform, you are expected to consult your physician for specific information or possible side effects. If valid prescription drugs and over-the-counter medications affect job performance or cause an individual to be at work in an impaired state, that person will not be permitted to work.

### Alcohol

The consumption or unauthorized possession of alcoholic beverages on site, except at the Brookhaven Center and on-site housing, is specifically prohibited. Exceptions allowing for limited use of alcohol on the Laboratory site may be permitted after normal working hours upon approval by a member of the Directorate. Employees who consume alcohol at such a function may not return to work following the event.

### Rehabilitation

The Laboratory maintains an Employee Assistance Program (EAP) which provides help to those who suffer from alcohol and/or substance abuse. It is the responsibility of each individual to seek assistance from the Laboratory EAP or other private or public counseling services before alcohol and/or substance abuse affect performance. The EAP manager is bound by professional ethics to protect the privacy of the communications which occur during the course of contact.

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## SMOKING POLICY

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Smoking is prohibited in all Laboratory buildings and vehicles. The only exceptions are the residential units and the smoking section of the Brookhaven Center Club.

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## MEDICAL CARE AND HEALTH

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The Occupational Medicine Clinic is responsible for the employee health programs at the Laboratory including the Employee Assistance Program. The Clinic provides guidance to Laboratory management and employees in areas of health. It is also responsible for required medical examinations, first aid, limited medical care (primarily occupational illness or injury), and occupational health programs. In general, you should use physicians and medical facilities in your own home localities for personal medical problems. Health information is available through the Wellness Coordinator on extension 5923.

The Employee Assistance Program (EAP) is designed to help employees with mental health problems. The EAP provides confidential assistance for a wide variety of difficulties such as alcohol and drug abuse, family/marital problems, or personal and emotional problems. The EAP psychologist also provides individuals and Laboratory management with information and training on mental health issues. The EAP psychologist is located in the Medical Building, Room 5-15, and may be reached on extension 4567.

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